



Important Veteran's Information for New Students

WHCL Veterans office—(559) 925-3215 WHC Veterans email—VeteransServices@whccd.edu

WHC Email and Portal

- ✓ All communication will be through the WHC portal or email system.

Previous College Transcripts

- ✓ VA requires all original transcripts documented on your academic records and placed in your file.

Prior Credit

- ✓ All college and military credit must be submitted on your transcript and on file before we can certify you for the second time. Residency for WHC students is 12 units.

HE 35 Waiver

- ✓ ALL AA degree majors cannot take HE 35 as a class, the waiver **DOES NOT** transfer or count towards the required 60 transfer units.
- ✓ ALL BA/BS transfer majors are allowed to take the HE 35 course.

Counseling Session

- ✓ The VA counselor/advisor will provide program sheets that are required for your chosen major and general education.
- ✓ Changing Majors—VA requires students to have in your file the Change of Major form showing the new degree objective. Students must schedule a mandatory appointment with a counselor/ advisor.
- ✓ AA/AS Degree (All AA/AS degree objectives must be listed in the catalog as mandated by VA).
- ✓ BA/BS Degree (Major must be in the transfer college/university catalog).

Registration

- ✓ All students are responsible for registering into the appropriate classes each semester.
- ✓ Taking the incorrect classes can lead to an overpayment, as determined by VA requirements.
- ✓ DO NOT take any electives until Prior Credit has been evaluated by a Counselor.
- ✓ Students using VA educational benefits receive priority registration. You will be notified by email when the registration period begins.

Approved Schedule Plan—826 form

- ✓ The Approved Schedule Plan (826 Form) is available in the Student Services building or online http://www.westhillscollge.com/lemoore/students/student_programs/veterans/forms.asp.
- ✓ It is important that you complete a separate 826 form for each semester. (EXAMPLE: Spring, Summer & Fall).
- ✓ The Approved Schedule Plan notifies WHC Veteran Services that you are returning for the upcoming semester. You **CANNOT** be certified for a waitlisted class. Once you have been registered for all courses you can submit your 826 form.

Certification & Payments

- ✓ Upon completing registration and the 826 Form, the Veteran Certifying Official will report the number of units that include the starting and ending dates for each class submitted.
- ✓ VA pays based off attendance of classes throughout the semester. If you stop attending classes, WHC Veteran Services are obligated by law, to report the last day of attendance. This could create an overpayment from the VA office in Muskogee. Online classes are reported as the last date of a completed assignment or test.
- ✓ WHC has a 24 hour drop non-payment policy when you register for classes. PLEASE contact your certifying official **AND** the Financial Aid department about qualification status.

“W” and “F” Grades

- ✓ VA mandates WHC Veteran Services report all “W” and “F” grades due to not completing attendance for the semester. You could receive an overpayment bill due to incomplete attendance of a “W” in a class.
- ✓ If you complete the semester class, including the final exam and receive an “F” grade, VA may not place you with an overpayment situation. Be careful of violating WHC Dismissal, as show in the catalog. See Probation and Dismissal guidelines in the WHC catalog (page 13).

Student Signature

Date
